

**GRANT COUNTY, NEW MEXICO  
RESOLUTION NO. R-19-36**

AUTHORIZING AND ACKNOWLEDGING THE TERMS AND CONDITIONS OF A  
GRANT AGREEMENT BY AND BETWEEN GRANT COUNTY, NEW MEXICO AND NEW  
MEXICO COUNTIES, FOR THE 2019-2020 COMMUNITY WILDFIRE PROTECTION  
PLAN WILDFIRE RISK REDUCTION GRANT PROGRAM

WHEREAS, Grant County "the County" submitted an application to New Mexico Counties "NMC" for funding under the 2019-2020 Community Wildfire Protection Plan Wildfire Risk Reduction Grant Program; and

WHEREAS, the funding for this program is provided by the National Fire Plan: Wildland Urban Interface Community Fire Assistance through the Department of Interior, Bureau of Land Management in cooperation with NMC; and

WHEREAS, a panel of state, county and non-profit representatives selected the County as a funding recipient with a grant award of fifteen thousand dollars (\$15,000.00) with a minimum requirement of ten percent (10%) in-kind or cash match; and

WHEREAS, County officials will utilize this funding for the Grant County Community Wildfire Protection Plan.

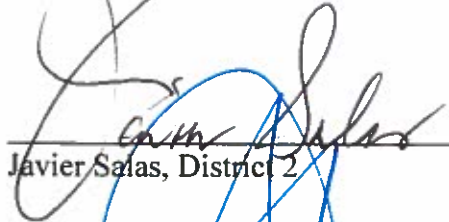
NOW, THEREFORE, BE IT RESOLVED THAT:

The Grant County Board of Commissioners hereby agrees to accept the grant award and comply with the terms and conditions of the NMC Wildfire Risk Reduction Grant Program as set forth in Exhibit A.

PASSED, APPROVED AND ADOPTED this 13<sup>th</sup> day of June 2019.



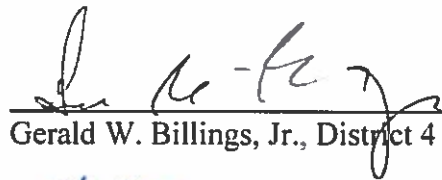
Chris M. Ponce, District 1



Javier Salas, District 2



Alicia Edwards, District 3




Gerald W. Billings, Jr., District 4




Harry Browne, District 5

Attest:



Marisa Castrillo, County Clerk



# EXHIBIT A

## NEW MEXICO COUNTIES WILDFIRE RISK REDUCTION GRANT PROGRAM

### Terms & Conditions

#### NMC AUTHORITY

This is a sub-grant of federal financial assistance from New Mexico Counties, (hereinafter referred to as "the Grantor"). Your organization (hereinafter referred to as "the Grantee") agrees to grant funds in the amount specified on the Grant Acknowledgement Form, and to support the Wildfire Risk Reduction Grant Program activated under this Grant Award. The Grantee agrees to abide by the Grant Award terms and conditions as set forth in this document.

The Wildfire Risk Reduction Program Administrator shall be responsible for oversight of the program, monitoring the performance of all grant recipient activities described in the application and distribution of grant funds. All correspondence should be directed to:

Aelysea Webb  
444 Galisteo Street  
Santa Fe, NM 87501  
(505) 395-3403  
[awebb@nmcounties.org](mailto:awebb@nmcounties.org)

#### FUNDING AUTHORITY

Funding for the Wildfire Risk Reduction Grant Program is provided to New Mexico Counties through the following:

CFDA #15.228  
National Fire Plan: Wildland Urban Interface Community Fire Assistance  
Grant Number: L14AS00201  
Grant Period: October 2014 – September 2019  
Questioned Costs: None  
Federal Agency: Department of Interior, Bureau of Land Management

#### AMOUNT AWARDED

This Grant Agreement is for the administration and completion of the approved Wildfire Risk Reduction grant award for fiscal year 2019-2020. Grant Agreement funds may not be used for other purposes. If costs exceed the maximum amount of funding approved, the Grantee shall pay the costs in excess of the approved budget.

#### COST SHARE

The grant has a minimum requirement of a 10% in-kind or cash match. The match must be clearly noted on invoices, quarterly reports and the final report. If you need assistance in determining your cost share contributions please contact the Wildfire Risk Reduction Program Administrator.

#### PROJECT DESCRIPTION

The Grantee shall perform the work described in the application package and made a part of the grant agreement articles.

#### DISBURSEMENT OF FUNDS

Funds will be distributed on a reimbursement basis. Reporting requirements must be met before funds will be released. Final payment will be made upon completion of project. Please submit your receipts to the Wildfire Risk Reduction Program Administrator following the reporting and reimbursement chart below.

#### REPORTING REQUIREMENTS

The Grantee shall submit quarterly status reports during the performance period. A copy of the required document is provided with this award package. There are no penalties for early completion of project.

Reporting Period	Report Due Date	*Completion Percentage
July 1 – September 30, 2019	October 1, 2019	25%
October 1 – December 31, 2019	January 1, 2020	50%
January 1 – March 31, 2020	April 1, 2020	75%
April 1 – June 30, 2020	July 1, 2020 (no extensions)	100%

*\*Completion percentage is an estimate. Please notify NMC immediately if you are not on schedule after the first 6 months.*

#### FINAL REPORT/EXECUTIVE SUMMARY

Upon completion of the grant, the Grantee will be required to submit an executive summary/final report of the project to New Mexico Counties. All CWPP grants must submit their completed CWPP to New Mexico State Forestry by August for appropriate signatures.

#### PERIOD OF PERFORMANCE

The performance period for the Grantee shall not exceed a maximum of 12 months. All costs must be incurred during the period of performance. Failure to meet project objectives within the 12 month performance period will be considered a default in agreement and repayment of grant funds will be required. (No extensions will be granted for the 2019-2020 grant period.)

#### AUDIT REQUIREMENTS

All grantees expending \$500,000 or more in federal awards during a fiscal year are required to submit a copy of their financial audit to NMC. In order to comply with the federal requirements that regulate the funding provided for the Wildfire Risk Reduction Grant Program, NMC is required to ensure that grant recipient audits meet the requirements of OMB Circular A-133 and that the required audits are completed within 9 months of the end of the grantees audit period. In the event of audit findings, NMC will issue a management decision within 6 months after receipt of the grantees audit report. NMC must ensure that the grantee takes timely and appropriate corrective action on all audit findings. In cases of continued inability or unwillingness of a grantee to have the required audits, NMC will take appropriate action using

sanctions. Grantees agree to permit NMC and auditors access to the records and financial statements as necessary for NMC to comply with these requirements.

#### REVISIONS

The Grantee shall notify the Grantor within 30 days of any changes in the primary contact or financial representative for their project.

#### COMPLIANCE ISSUES

It is the responsibility of the Grantee to assure that their project complies with all applicable local, state, and federal laws. The Grantee also agrees to comply with all applicable laws and regulations governing standard grant management practices.

#### TERMINATION

The Grantee may terminate the grant award agreement by giving written notice to the NMC within ten (10) business days of receipt of this agreement.

#### MEDIA

As a term and condition of the grant, NMC requires that the Grantee provide recognition and acknowledgement of the New Mexico Counties' award and contribution in all activities, publications, and materials associated with this funding. All media communications pertaining to your project or program should clearly indicate the support of New Mexico Counties and the National Fire Plan funding through the Bureau of Land Management by written word and inclusion of the official NMC logo (see logos below).

The following is a suggested communications plan outline for your grant award:

##### Press Releases

- a. Send out a press release announcing the grant award to your organization from NMC.
- b. Send out press releases preceding and following your program's events and include the NMC logo on all correspondences.
- c. Invite local media, donors, and elected officials and provide photo opportunities when appropriate.

##### In-House Publications

- a. Feature the grant award in any newsletters, donor update letters, or notifications your organization has with its constituents. Include the official NMC logo in all features.

##### Inform District Government Representatives

- a. Send letters from your organization to help legislators understand the importance of investing public funds in the wildfire risk reduction programs and initiatives.

##### Photos

- a. This is a requirement of all projects.
- b. For treatments, please submit before and after images.

- c. For planning and CWPPs, please submit images of collaborative processes, meetings, etc.
- d. For education, please submit images of public gatherings and outreach initiatives.

**Logos**

- a. Public events and materials are expected to have an official NMC logo clearly visible.
- b. Include the NMC logo and URL link on your website.
- c. Please contact Aelysea Webb at [awebb@nmcounties.org](mailto:awebb@nmcounties.org) to obtain an electronic copy of the NMC logo.



*Acceptance of this award, including the Terms & Conditions, is acknowledged by the grantee upon signature of the governing body (e.g. County Commission, City Council, Board of Directors, or Tribal Council). Return the attached grant acknowledgement form and signatures of governing body to NMC no later than June 28, 2019.*